

Department of the Army
United States Army Intelligence Center
and Fort Huachuca
Fort Huachuca, Arizona 85613-6000

***Fort Huachuca Regulation 638-1**

17 September 2001

Deceased Personnel

APPOINTMENT OF NEXT OF KIN NOTIFICATION AND CASUALTY ASSISTANCE OFFICERS

Summary. This regulation was revised due to operational and organizational changes.

Applicability. This regulation applies to organizations on Fort Huachuca.

Supplementation. Supplementations of this regulation are prohibited without prior approval from the proponent.

Suggested Improvements. The proponent of this regulation is the Adjutant General Directorate, U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH). Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-AGO-C, Fort Huachuca, AZ 85613-6000.

AVAILABILITY. This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

1. Purpose.

This regulation defines responsibilities and establishes procedures to be followed in the appointment of next of kin (NOK) notification and casualty assistance officers (CAOs) for deceased active duty and retired personnel. Casualty related missions take priority over all other duties.

2. Reference. DA Form 2028 (Recommended Changes to Publications and Blank Forms) is a referenced form. Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

*This regulation supersedes FH Regulation 638-1, 17 September 1999.

3. Explanation of abbreviations.

Abbreviations used in this regulation are as follows:

- a. CAO.....Casualty Assistance Officer
- b. CPT.....Captain
- c. CWO.....Chief Warrant Officer
- d. MAJ.....Major
- e. MI.....Military Intelligence
- f. MSG.....Master Sergeant
- g. NOK.....Next of Kin
- h. SFC.....Sergeant First Class
- i. TDY.....Temporary Duty
- j. WO.....Warrant Officer

4. Responsibilities.

- a. The Adjutant General, USAIC&FH, is responsible for overall supervision of the NOK notification and Casualty Assistance Program. The Chief, Casualty Assistance Section, Personnel Operations Division, Adjutant General Directorate, administers the program.
- b. The Commanders of tasked organizations are responsible for providing officers and senior enlisted soldiers to serve as NOK notifiers and CAOs.

5. Procedures for NOK/CAO Selection.

- a. This is a recurring monthly requirement (RCS: ATZS-HR-2) for the number of officers/enlisted to perform standby duty. Officers should be captain (CPT) through major (MAJ); warrant officer (WO1) through chief warrant officer (CW3); senior enlisted soldiers (sergeant first class (SFC) and master sergeant (MSG). The death of a general officer, active duty or retired, warrants special consideration; therefore, a lieutenant colonel or higher will be tasked for this duty.

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b. Tasked commanders will inform individuals of selection in writing and will use the same memorandum to inform the CAO of such selections. The Casualty Assistance Office must receive notification memorandums no later than the 20th of each month. Figure 1 is an example of a selection and reporting memorandum.

(1) The CAO must be knowledgeable, competent, dependable, sympathetic, and, if possible, able to speak the same language as the primary NOK. Individuals selected should have the following qualifications--

- (a) Professional and mature.
- (b) Equal or higher rank than the deceased (or spouse, if also a military member).
- (c) Similar military background as the deceased, especially when death is mission or training related.
- (d) Possess neat, military appearance and bearing.
- (e) Released from conflicting duties and/or requirements.

(2) Ensure that selected individuals are not scheduled for temporary duty (TDY) or ordinary leave during this period. When leave or TDY is unavoidable, the unit will select an alternate or replacement to meet the duty requirements. Also, individuals selected as CAO at the end of the month must continue their duty until completion. Individuals tasked for this duty must possess a valid state driver's license. Selected personnel will receive a briefing of their responsibilities upon notification to serve as CAO/NOK Notification Officers.

c. Upon the death of active duty or retired personnel, the Chief, Assistance Office will –

- (1) Notify the service member selected to perform the duties of a NOK notifier or CAO.
- (2) Brief the NOK notifier or CAO on specifics of the case assigned.

d. Active duty deaths occurring at Fort Huachuca.

(1) The unit which the deceased individual is assigned to will normally provide the NOK notification officer and CAO when the NOK resides in the Fort Huachuca casualty area. Exceptions may occur when the unit of assignment does not have personnel in the proper ranks to perform these duties.

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(2) The Chief, Casualty Assistance Office will brief the NOK notifier and CAO and assist and advise the unit commander in matters relating to the settlement of the deceased individual's estate.

OFFICE SYMBOL (638)

MEMORANDUM FOR Commander, U.S. Army Intelligence Center and Fort Huachuca,
ATTN: ATZS-AGO-C, Fort Huachuca, AZ 85613-6000

SUBJECT: Casualty Assistance Officer Duty Roster

1. The following individuals will perform the duties as Casualty Assistance/Next of Kin Notification Officer during the period 1-31 August 2000:

<u>NAME</u>	<u>RANK</u>	<u>UNIT</u>	<u>DUTY PHONE</u>	<u>HOME PHONE</u>
SIMMS, Keith J.	CPT	HHD, ZZth Sig Bn	3-QQQQ	MMM-MMMM
JONES, Roberta	CW2	111 th MI Bde	3-QQQQ	MMM-MMMM
BAKER, Larry D.	SFC	HHC, XXth Sig Bn	3-QQQQ	MMM-MMMM
CANNON, Joe A.	SFC	111 th MI Bde	3-QQQQ	MMM-MMMM

2. Selected individuals will report to the Casualty Office in person to receive a briefing on their responsibilities as a CAO/NOK Notification Officer no later than the 1st of each month.

3. Selected soldiers understand that this duty supersedes all other responsibilities and will not be sent TDY, go on ordinary leave, or participate in field duty during this time period.

4. Tasked units will provide the Casualty Assistance Office a copy of this memorandum not later than the 20th of each preceding month of duty assignment.

FOR THE COMMANDER:

REG DWIGHT
CPT, SC
Assistant Adjutant General

CF:
CPT Simms
CW2 Jones
SFC Baker

Figure 1 – Sample Duty Roster

(ATZS-IMO-I)



OFFICIAL:
JOHN D. THOMAS, JR.
Major General, USA
Commanding

CALVERT T. SINGER
Major, Military Intelligence
Director of Information Management

DISTRIBUTION:
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